

## Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Document Section 1	<b>Management of System</b>	<b>Status:</b> Complete
State Standard Number	<b>1.5.3</b>	
Standard Title	<b>Variances and Waivers</b>	<b>SRB Approval:</b> 08/22/2013
Date Established	<b>03/19/2001</b>	
Replaces Document Dated	<b>02/17/2005</b>	
Date Revised	<b>08/06/2013</b>	

### **1. Purpose or Objective**

The purpose of this standard is to set forth the process by which variances or waivers to ARMER standards, protocols, and procedures will be granted to a requesting agency.

- **Variance** is defined as an allowed divergence from full adherence to an adopted standard, protocol, or procedure.
- **Waiver** is defined as a complete release from an adopted standard, protocol, or procedure.

### **2. Technical Background**

- **Capabilities**
- **Constraints**

### **3. Operational Context**

The Statewide Emergency Communications Board (SECB) is charged with setting standards and determining protocols and procedures for the smoothest possible operations between and among the users of the Allied Radio Matrix for Emergency Response (ARMER). These standards, policies, and procedures have been set forth by teams consisting of radio users and managers to maximize service to the citizens of the state of Minnesota and minimize any potential negative consequences. Therefore, variances and waivers must not compromise the integrity of the ARMER system or any of its participants.

### **4. Recommended Protocol/ Standard**

Each request for variance or waiver from the adopted standards, policies, and procedures must be made in writing to the Statewide Emergency Communications Board via the appropriate subject-matter committee.

### **5. Recommended Procedure**

A written request for the variance and/or waiver must be sent to the SECB and shall include:

- A full description of the desired variance or waiver, including section and sub-section references.

- The reason for the variance or waiver (including the potential consequences if the request is not approved).
- A preliminary assessment on the other regional system users and an estimate of any associated costs.

Each variance or waiver shall be reviewed by the appropriate subject matter committee prior to consideration by the SECB:

- Requests that are technical in nature shall be reviewed by the Operations and Technical Committee (OTC).
- Requests that are operational in nature shall be reviewed by the Interoperability Committee (IOC).
- Other Committees as Appropriate

When reviewing requests, the committee shall consider:

- Technical impact to current and future system performance, including which system or subsystem will be or may be affected.
- Operational capacity impact to current and future system performance, including which system or local system will be or may be affected.
- The degree of conformance with SECB plan and standards.
- Cost impact to the SECB and current participants.
- Potential alternative solutions.

The SECB will advise all affected agencies of all requests, along with potential impact and invite their comments.

The SECB and/or the appropriate committee may approve, disapprove, or modify the request. The Statewide Emergency Communications Board will notify all affected parties of their decision.

The Chairman of the SECB, or his or her designee, in consultation with the affected System Manager, may approve a temporary variance or waiver until the official process is completed.

Emergency deviations from the standards must be communicated to all affected parties.

If approved or modified, the Statewide Emergency Communications Board will set forth operational and/or financial responsibility as appropriate and notify all affected parties.

## **6. Management**

The Chairman of the SECB, or his or her designee, will manage this process.